

REE Directory

Research Education and Economics

User's Manual

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Contents

Welcome to the REE Directory	3
New Features	3
System Requirements	3
Starting and Quitting the REE Directory	3
Directory Options	4
Searching for a REE Employee	6
Searching for a REE Organization.....	7
Agency Links.....	8
Printing Reports and Mailing Labels	9
Organization Charts and Maps	11
Getting Help.....	12
Updating Data in the REE Directory	13

WELCOME TO THE REE DIRECTORY

The REE Directory provides directory information about the employees and organizations that comprise the USDA Research, Education and Economics (REE) mission area. REE consists of four USDA agencies: the Agricultural Research Service (ARS) including the National Agricultural Library (NAL), the Cooperative State Research, Education, and Extension Service (CSREES), the Economic Research Service (ERS), and the National Agricultural Statistics Service (NASS).

Users are able to selectively search for a REE employee or organization, view the selected employee or organization's contact information, view REE organizational charts and maps, print reports and mailing labels and have authorized personnel update their data.

NEW FEATURES

- New web-based look and feel
- New search option that lets users filter their searches
- New update option that lets authorized users change employee and organization information

SYSTEM REQUIREMENTS

- The following web browsers are recommended: Netscape Communicator version 4.6 and above or Microsoft Internet Explorer version 5.0 and above.
- To view and print reports, mailing labels, and the online User's Manual, Adobe Acrobat Reader version 3.0 or above is required. This software can be downloaded free of charge from <http://www.adobe.com/products/acrobat/readermain.html>.

STARTING AND QUITTING THE REE DIRECTORY

- Start the REE Directory by starting your Netscape or Microsoft Internet Explorer browser. In the Address field, type the REE Directory's URL:
<http://isbprod.ars.usda.gov>

To create a shortcut on your desktop for the REE Directory, open your default browser and enter the REE Directory's URL as shown above. Then right-click the page with your mouse and click Create Shortcut. Then click OK.

- To quit the REE Directory and close your browser, click the Close button at the top right of your browser or click the File menu and then click Exit.

DIRECTORY OPTIONS



The menu options of the REE Directory consist of the following:

- **Employees**
Use to search for REE employee(s).
Facilitate your search using search filters, wildcard/partial match searching, and lookup lists.
View either summary or detailed contact information for that employee.
- **Organizations**
Use to search for REE organization(s).
Facilitate your search using search filters, wildcard/partial match searching, and lookup lists.
View either summary or detailed contact information for that organization.
- **Agency Links**
Go to web pages belonging to ARS, CSREES, ERS and NASS that display service or research program contact information.
- **Reports**
Generate dynamic reports and mailing labels, which are viewed in Adobe Acrobat Reader.
The reports include employee listings and detailed employee and organization reports.
Once in Acrobat Reader, reports and mailing labels can be printed.

- **Org Charts & Maps**

View REE, ARS, CSREES, ERS and NASS organizational charts. Clicking these charts will display detailed organization reports for the selected organization using Acrobat Reader.

View the ARS Area map and NASS State map. Clicking on an Area or State will display the Area's or State's detailed organization report using Acrobat Reader.
- **Update for Authorized Personnel Only**

Authorized personnel will be able to make changes to employee and organization data which will be reflected immediately in the Directory. Changes may be made individually or globally.
- **User's Manual**

The REE Directory User's Manual is an online manual that gives guidance on the operation of the REE Directory.
- **Help**

Selecting Help will provide a context sensitive help screen.

SEARCHING FOR A REE EMPLOYEE

REE Directory
Research Education and Economics

USDA

Employees Organizations Agency Links Reports Org Charts & Maps Update for Authorized Personnel Only User's Manual Help

Search for Employee

For wildcard search, type in search string plus %. For example: entering Dav% for Last Name will display all employees whose last names start with Dav, like Davis Jr. Leaving all fields blank will return all employees.

Enter search criteria

Last Name:

First Name:

Other Name (egs nickname):

Organization: [Look Up](#)

Position Title: [Look Up](#)

E-Mail:

Building: [Look Up](#)

City: [Look Up](#)

State: [Look Up](#)

*Any changes should be reported to your [agency contact](#).
For technical support, contact the [AFM Help Desk](#) at 301-504-1074.
[USDA Policies & Disclaimers](#)*

Employees

- Enter last and first name
- OR
- Fill in other appropriate fields to narrow search
- Click on Look Up lists for Organization, Position Title, Building, City or State to select from list of values
- Request a wildcard/partial match search by using the wildcard symbol, the percent sign (%), before a string, after a string, or both (i.e., %string, string%, %string%). For example, to find all employees with last name starting with 'An' enter An% in the Last Name text box.

SEARCHING FOR A REE ORGANIZATION

The screenshot shows the 'REE Directory' website interface. At the top, there is a navigation bar with the following links: Employees, Organizations, Agency Links, Reports, Org Charts & Maps, Update for Authorized Personnel Only, User's Manual, and Help. The USDA logo is visible in the top right corner. The main heading is 'Search for Organization Unit'. Below this, there is a text box with instructions: 'For wildcard search, type in search string plus %.' and 'For example: typing Info% for Organization Name will display all organizations with names starting with 'Info''. It also states 'Leaving all fields blank will display all organizations.' Below the instructions, there is a section titled 'Enter query criteria' with several input fields: 'Organization Name:' (a long text box), 'Organization Abbr:' (a shorter text box), 'Building:' (a text box with a 'Look Up' link to its right), 'City:' (a text box with a 'Look Up' link to its right), and 'State:' (a dropdown menu with a 'Look Up' link to its right). At the bottom left of the search area, there are two buttons: 'Find' and 'Clear'.

Organizations

- Enter organization name
- OR
- Fill in other appropriate fields to narrow search
- Click on Look Up lists for Building, City or State to select from list of values
- Request a wildcard/partial match search by using the wildcard symbol, the percent sign (%), before a string, after a string, or both (i.e., %string, string%, %string%). For example, to find all organizations with names starting with 'An' enter An% in the Organization Name text box.

AGENCY LINKS



The screenshot shows the REE Directory website interface. At the top, the title "REE Directory" is displayed in large blue font, with "Research Education and Economics" underneath. To the right is the USDA logo. A navigation bar contains links for "Employees", "Organizations", "Agency Links", "Reports", "Org Charts & Maps", "Update for Authorized Personnel Only", "User's Manual", and "Help". The "Agency Links" section is highlighted. Below the title "Agency Links", a text block states: "The following links will exit the REE Directory:". This is followed by four agency entries, each with a bulleted list of links:

- Agricultural Research Service (ARS)**
 - [Find the Expert](#)
- Cooperative State Research, Education, and Extension Service (CSREES)**
 - [CSREES Programs](#)
- Economic Research Service (ERS)**
 - [ERS Services](#)
- National Agricultural Statistics Service (NASS)**
 - [Contacts](#)
 - [Reports by Commodity](#)

Agency Links

- Click on hyperlinks to go to agency web sites
- These web sites are for program or services contact information
- Once you click on a hyperlink, you will be leaving the REE Directory web site. You can return to the REE Directory site by using the “Back” button on your browser.

PRINTING REPORTS AND MAILING LABELS



Reports

- The reports are generated dynamically and are viewed in Adobe Acrobat Reader. Selecting a Report (clicking on the report hyperlinks) will display a screen of fields, which can be used to narrow the data displayed in the report.

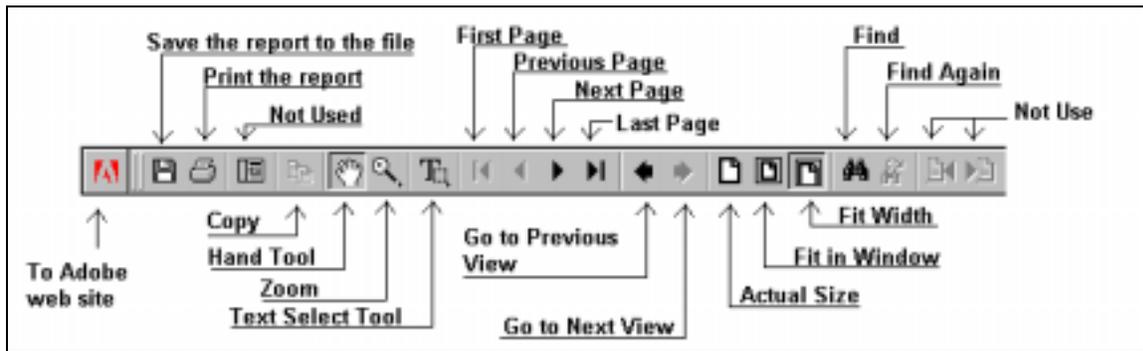
Mailing Labels: Generates mailing labels of size 1" x 2 5/8". Avery Laser Labels 5160 are recommended.

Employee Listing: Generates a listing of employees with their organization, location and phone number.

Employee Detailed Report: Generates a detailed one-page report per employee.

Organization Detailed Report: Generates a report of the organization with a listing of employees (name, title, phone number) within the organization.

Reports – Navigating and Printing in Adobe Acrobat Reader



Adobe Acrobat Reader Command Bar

Paging through reports

To go to another page: Click the Next Page button on the command bar or click Document from the top menu bar and then click Next Page.

To go to the previous page: Click the Previous Page button on the command bar or click Document from the top menu bar and then click Previous Page.

To go to the first page: Click the First Page button in the command bar or press the Home key, or click Document from the top menu bar and then click First Page.

To go to the last page: Click the Last Page button in the command bar or press the End key, or click Document from the top menu bar and then click Last Page.

Finding words in reports

To find a word: Click the Find button on the command bar or click Edit on the top menu bar and then click Find. Enter the text to find in the text box. Click Find. Acrobat finds the first occurrence of the word.

To find the next occurrence of the word: Click the Find Again button on the command bar or select Edit from the top menu bar and then click Find Again.

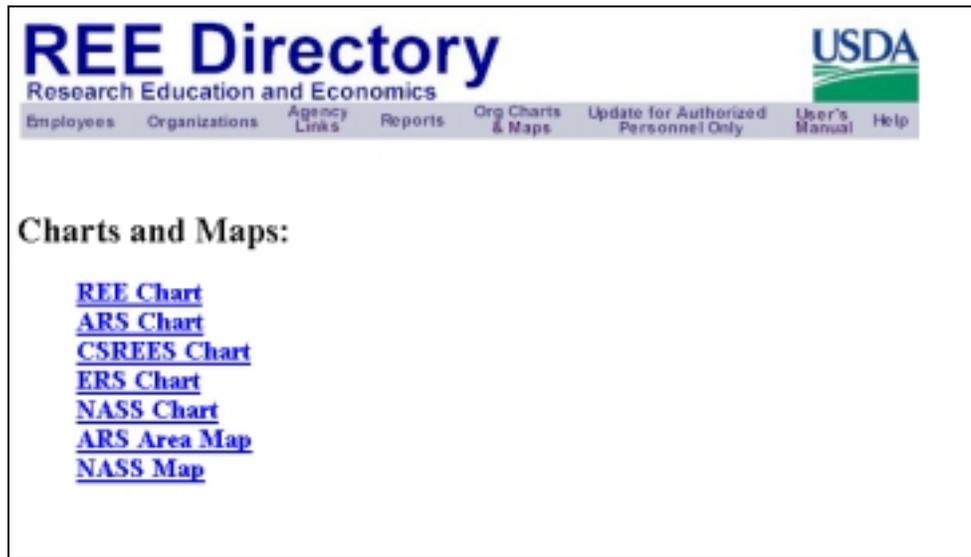
Copying text from reports

To copy text from a report to another document/field: Click on the Text Select Tool button and then highlight the text you want to copy. Then click the Copy button or select Edit from the top menu bar and then select Copy. You can now paste the text into another document or field.

To Print a report

Click the Print button on the command bar or click File on the top menu bar and then click Print. Specify the printer, page range, number of copies, and other options and click OK.

ORGANIZATION CHARTS AND MAPS



Charts

- Click on the organization chart hyperlinks to display each agency's chart.
- From the agency chart page, click on any organization unit to generate and view its detailed organization report in Adobe Acrobat Reader.
- Click on the ARS Area map hyperlink to display a map of the ARS Areas. From the Area map, click on any Area to generate and view its detailed organization report in Acrobat Reader.
- Click on the NASS Map hyperlink to display a map of the NASS Field Operation's offices. From the NASS map, click on any Field Operation's office to generate and view its detailed organization report in Acrobat Reader.

GETTING HELP

Online Help

The REE Directory contains an online Help system. You can get help on any screen by clicking HELP from the top menu. The help system is context sensitive. This means that the help screen will display help concerning the specific screen you are currently at.

To exit from a Help screen and return to the Directory, simply press the BACK button on your browser.

User's Manual

A User's Manual is available online on the REE Directory menu bar. You can view the manual online or print it.

Technical Support

If you have any technical problems with the Directory, please contact the Help Desk.

Help Desk Contacts:

George Washington Carver Center Help Desk, Beltsville, MD: 301-504-1074

E-mail: HELPDESK@ars.usda.gov

Known Issues

Potential Problem using Adobe Acrobat Reader with either Internet Explorer 5.5 or Netscape 6.0

If you are using Adobe Acrobat Reader with either Internet Explorer 5.5 (or higher) or Netscape 6 (or higher) and you receive a blank screen when you attempt to generate a report, then perform the following steps to resolve the problem:

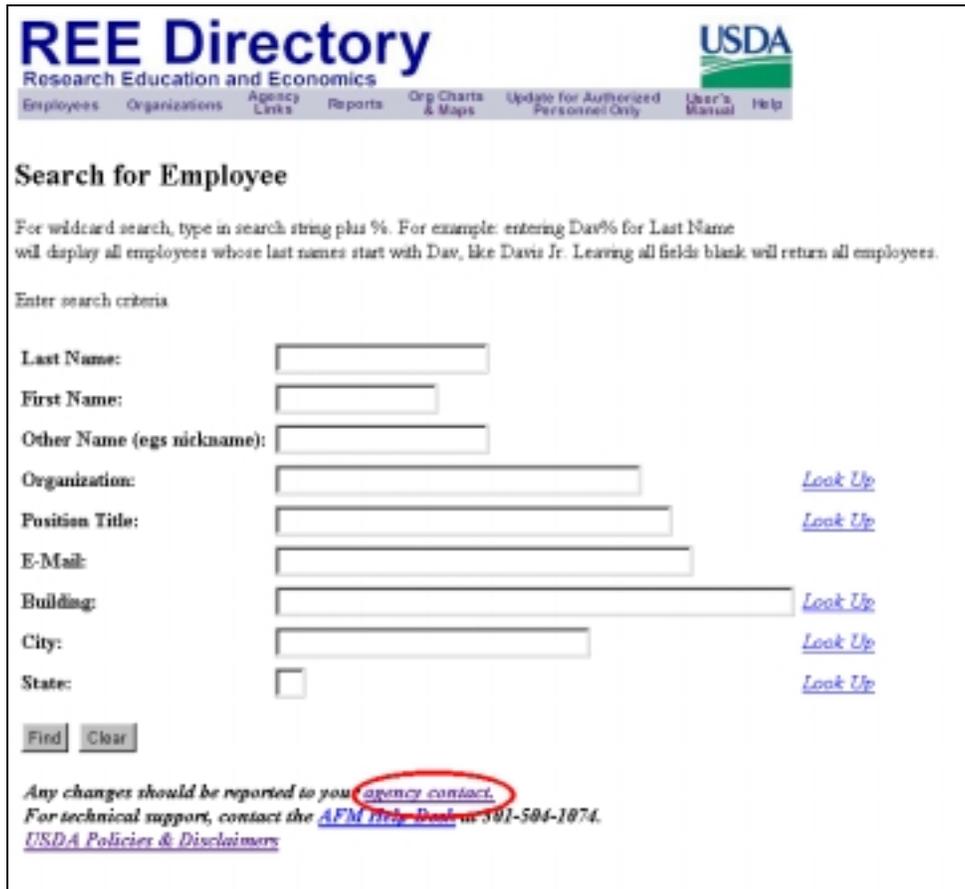
1. Close Internet Explorer 5.5 (or Netscape 6).
2. Click Start, click Programs, and open Adobe Acrobat Reader 4.0 or 4.5.
3. Click File, click Preferences, and then click General.
4. Uncheck the box that says Web Browser Integration.
5. Close Adobe Acrobat Reader.
6. Restart Internet Explorer 5.5 (or Netscape 6) and return to the REE Directory. This time you will be prompted to open the report in Acrobat Reader.

Displayed Text May Wrap on Browser Pages

To eliminate the wrapping of text on your browser page, change your Internet Explorer 5.0 browser's font by selecting the View menu, point to Text Size, and then select a smaller text size.

UPDATING DATA IN THE REE DIRECTORY

Authorized personnel are able to make changes to employee and organization data. Changes made take effect immediately. If you need to make a change to your contact information in the Directory, please contact the appropriate representative in your organization. A link to a list of contacts for each Agency is found on the first page of the REE Directory.



The screenshot shows the REE Directory website interface. At the top, there is a navigation bar with the following links: Employees, Organizations, Agency Links, Reports, Org Charts & Maps, Update for Authorized Personnel Only, User's Manual, and Help. The main heading is "Search for Employee". Below this, there is a search instruction: "For wildcard search, type in search string plus %. For example: entering Dav% for Last Name will display all employees whose last names start with Dav, like Davis Jr. Leaving all fields blank will return all employees." The search criteria section includes input fields for Last Name, First Name, Other Name (egs nickname), Organization, Position Title, E-Mail, Building, City, and State. Each of these fields has a "Look Up" link to its right. At the bottom of the search criteria, there are "Find" and "Clear" buttons. Below the search fields, there is a note: "Any changes should be reported to your agency contact. For technical support, contact the AFM Help Desk at 501-504-1074. USDA Policies & Disclaimers". The "agency contact" link is circled in red in the original image.

Click on the [agency contact](#) hyperlink to view the list of contacts. Then click on your Agency to find the name, phone number and e-mail address of the person authorized to make changes to your data. You can then contact the person via e-mail or phone with the necessary changes. To return to the Directory, use your browser's BACK button.